

EPA PROJECT OFFICER

Technical Review Checklist for Grants & Cooperative Agreements

Purpose: This Technical Review Checklist was developed to aid in the documentation of key Project Officer (PO) decisions required by EPA Statutes, Regulations, OMB Circulars, Orders, Policies and Program Guidance as they relate to the PO negotiation of grant workplan(s) and the recommendation of award of financial assistance to EPA assistance applicants. This form documents the decisions prior to completion of the Programmatic Funding Recommendation.

Applicant Information

Applicant Name: _____ Assistance ID Number: _____
 EPA Regulation(s) Which Apply to this Grant: _____ (i.e., 40 CFR Part 30, Part 31, Part 35)

AWARD ELIGIBILITY SECTION

YES NO

1. Does EPA have the statutory authority to support the proposed program/project activities? ☐ ☐

Statute: _____ If NO, Application cannot be funded.

2. Is the Applicant eligible to receive a grant under this statute? If NO, Application cannot be funded. ☐ ☐

3. Does the Region have delegated authority to issue this award, if funded? ☐ ☐

Delegation of Authority Number: _____ If NO, Application cannot be funded.

4. Is the Applicant sufficiently matching any statutory/regulatory or programmatic cost share requirement? If yes, Applicant Cost Share ____% If NO, Application must be revised to provide for adequate cost share. ☐ ☐

5. Does the work plan support the award of a ... Grant ☐ Contract ☐

Grant: Work plan supports activity authorized by Congress; statute permits award of assistance; and the direct beneficiary of the work is not EPA.

Contract: Primary purpose of the work plan is to obtain services or products for the direct benefit of the EPA Program Office. For more information see EPA Order 5700-1. If you determine this work plan supports issuance of a contract, please contact R7, Assistance & Acquisition Branch Chief.

GENERAL (6-11)

WORK PLAN TECHNICAL REVIEW

YES NO N/A

6. Is the proposal relevant to the EPA mission and does it address a current program need and priority? If No, project should not be funded. ☐ ☐ ☐

7. Is the purpose/goal of the program/project clearly stated? If No, negotiate revision with Applicant. ☐ ☐ ☐

8. Does the work plan outline specific work tasks to be accomplished, a timeframe for completion, and how the desired results will be achieved? If No, negotiate revision with Applicant. ☐ ☐ ☐

9. Are the final product(s)/result(s) clearly stated? If No, negotiate revision with Applicant. ☐ ☐ ☐

10. Are the time frames proposed by the applicant for the start and end of the budget & project periods adequate & reasonable? If No, Negotiate revision with Applicant. ☐ ☐ ☐

11. Are you approving the project to start prior to the signature of the award document (pre-award costs). IF Yes, what is the date you authorize the project to start? _____ ☐ ☐ ☐

Work Plan Requirements The next 6 questions (12-17) are only applicable to Programs/Projects to be funded under 40 CFR Part 35, Subpart A & Tribal Grants Awarded under 40 CFR Part 35, Subpart B. Skip to No. 18 if not applicable.

12. Does the work plan contain a set or group of work plan commitments to accomplish the program/project? If No, negotiate change with Applicant. ☐ ☐ ☐

13. Does the work plan clearly state the outputs/outcomes associated with each work plan component? If No, negotiate change with Applicant. ☐ ☐ ☐

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Work Plan Components (continued)

YES NO N/A

14. Does the work plan clearly identify the estimated work years and estimated funding for each work plan component? If No, negotiate change with Applicant. ☐ ☐ ☐
15. Does the work plan identify work plan commitments for each work plan component and a time frame for their accomplishment? If No, negotiate change with Applicant. ☐ ☐ ☐
- Does the work plan clearly state the roles & responsibilities of the applicant and EPA in
16. accomplishment of work plan commitments? If No, negotiate change with Applicant. ☐ ☐ ☐
17. Does the work plan contain a performance evaluation & reporting schedule? If No, negotiate change with Applicant. ☐ ☐ ☐

Work Plan Requirements (GENERAL - Applicable for All Other Programs/Projects)

18. Does the work plan comply with any other program specific regulatory requirement(s) required prior to award? (i.e., 40 CFR Part 35 Subpart K, Subpart O, etc.) ☐ ☐ ☐
19. Does the work plan contain the following (If No, the workplan should be revised to include the missing element(s)):
a. work years and amount and source of funding estimated to be needed for each program element;
b. outputs committed to under each program element;
c. a schedule for accomplishment of outputs; and
d. an identification of the agency responsible for each of the elements and outputs. ☐ ☐ ☐
20. Does the work plan contain all other programmatic requirements required by program guidance/policy/directives? If No, the work plan must be revised to include the missing requirement(s). ☐ ☐ ☐

COMPETITION

21. Is the proposed application subject to the competition requirements contained in EPA Order 5700.5? If yes, please contact regional competition advocate for information concerning competition requirements. ☐ ☐ ☐
- If No, skip to No. 22

Resource Considerations

22. Is the proposed budget (personnel, travel, contractual, equipment, etc) realistic; necessary & reasonable for the program/project (See Cost Review Guidance, GPI-00-05)? If No, revise budget w/applicant. ☐ ☐ ☐
23. Are there regional grant monies available to fund this application? If No, contact GRAD. ☐ ☐ ☐
24. Is the applicants proposed project staff adequate to accomplish the program/project objectives? If No, negotiate revision with Applicant. ☐ ☐ ☐

Vulnerabilities

25. Have you awarded a grant to this Applicant in the past? If yes, continue. If No, skip to No. 29. ☐ ☐ ☐
26. Did the Applicant have a history of past poor performance? ☐ ☐ ☐
27. Were previous progress/performance reports submitted to you in a timely manner? ☐ ☐ ☐
28. Were work products satisfactory? ☐ ☐ ☐
29. Complete the Preliminary Oversight Review Recommendation form. Do you recommend a program review of this applicant in the current year? ☐ ☐ ☐

Approval Section

This work plan has been reviewed for compliance with statutory, regulatory, and programmatic requirements. Based on this review, I recommend award of financial assistance to this applicant.

Project Officer

Date

NOTES: _____

